PCOLS 101

INTERACTIVE TUTORIAL

Role: Resource Manager (RM)

RM Maintenance in AIM

START

TUTORIAL ICON LEGEND

HOME/BACK: This icon will take you back to the List of Actions or back one action

NEXT: This icon will allow you to continue to the next action

REPLAY: This icon will allow you to replay the action

EMAIL: This icon will take you to the email message

SCROLL: This icon will allow you to scroll down

INFO: This icon will take you to additional information

Clicking on an area highlighted by a red box will advance the tutorial to the next step.

Click the link below to log in:

https://pki.dmdc.osd.mil/appj/pcols-web/

Click the “OK” button.

DMDC

Serving Those Who Serve Our Country

Purchase Card Single Sign On Web Application

Standard Mandatory DoD Notice and Consent

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Acknowledgement Of Responsibilities Of Receiving And Maintaining Privacy Act Data

DATA YOU ARE ABOUT TO ACCESS COULD POTENTIALLY BE PROTECTED BY THE PRIVACY ACT OF 1974. You must:

- Have completed the necessary training with regards to Security Awareness and safe-guarding Personally Identifiable Information.
- Ensure that data is not posted, stored or available in any way for uncontrolled access on any media.
- Ensure that data is protected at all times as required by the Privacy Act of 1974 (5 USC 552a(I)(3)) as amended and other applicable DOD regulatory and statutory authority; data will not be shared with offshore contractors; data from the application, or any information derived from the application, shall not be published, disclosed, released, revealed, shown, sold, rented, leased or loaned to anyone outside of the performance of official duties without prior DMDC approval.
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- Ensure data will not be used for marketing purposes.
- Ensure distribution of data from a DMDC application is restricted to those with a need-to-know. In no case shall data be shared with persons or entities that do not provide documented proof of a need-to-know.
- Be aware that criminal penalties under section 1106(a) of the Social Security Act (42 USC 1306(a)), including possible imprisonment, may apply with respect to any disclosure of information in the application(s) that is inconsistent with the terms of application access. The user further acknowledges that criminal penalties under the Privacy Act (5 USC 552a(I)(3)) may apply if it is determined that the user has knowingly and willfully obtained access to the application(s) under false pretenses.

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OK

Click “Continue” under the Smartcard Logon Method.

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Purchase Card Single Sign On Web Application

Registered User Logon

AUTHORITY	5 USC 301
PURPOSE/ROUTINE USE	Information you provide is used to verify your identity and usage of this website.
DISCLOSURE	Voluntary. However, if you fail to provide the requested information, DMDC will not be able to verify your identity. If your identity is not verified, you will be unable to gain access to the website.

Prevent illegal access of Privacy Act data by closing your browser before leaving your computer.

Select Logon Method

Smartcard (CAC, PIV)

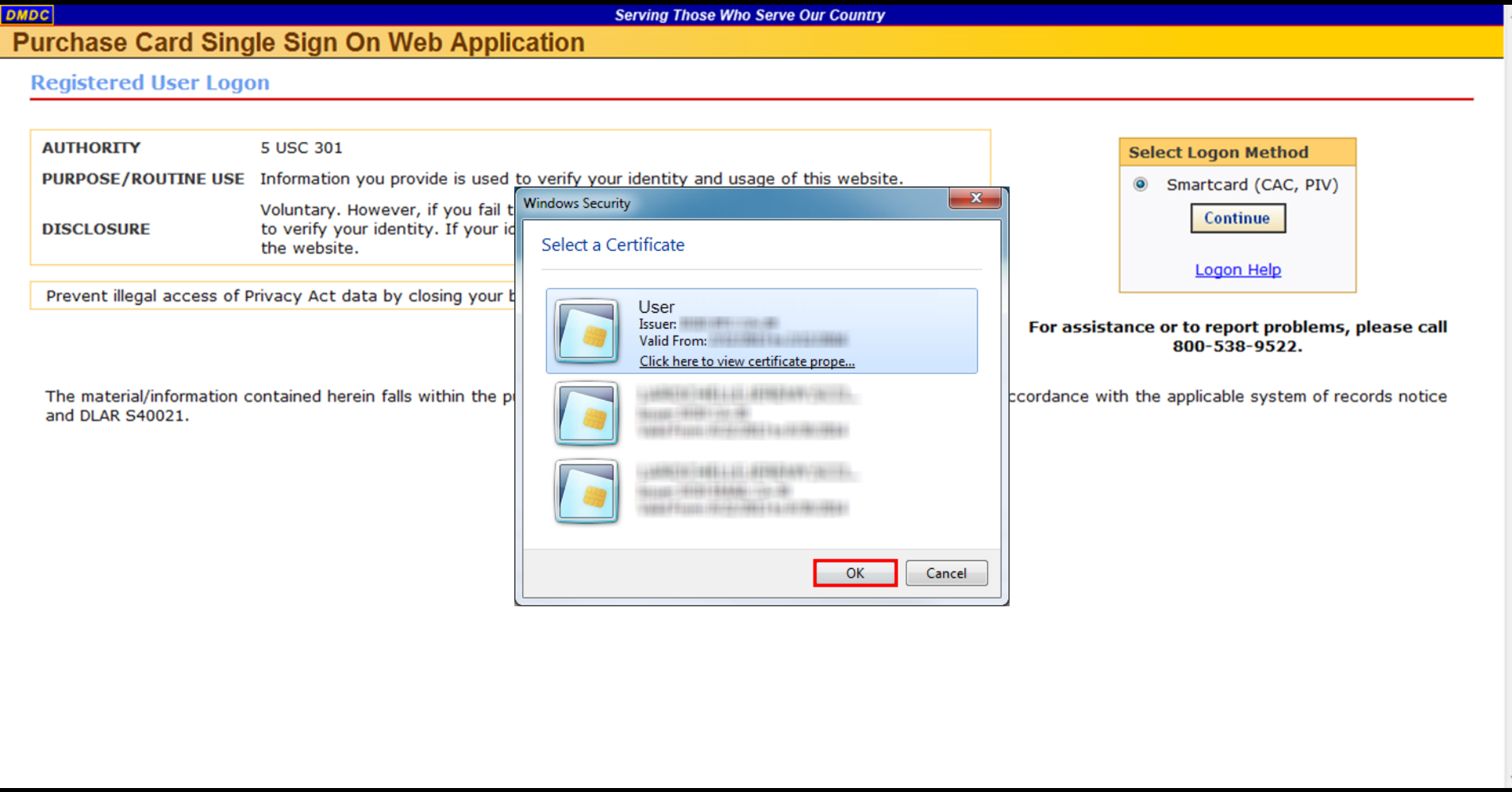
Continue

Logon Help

For assistance or to report problems, please call 800-538-9522.

The material/information contained herein falls within the purview of the Privacy Act of 1974 and will be safeguarded in accordance with the applicable system of records notice and DLAR S40021.

Select your Certificate and click the “OK” button.



Enter your pin and click the “OK” button.

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Purchase Card Single Sign On Web Application

Registered User Logon

AUTHORITY	5 USC 301
PURPOSE/ROUTINE USE	Information you provide is used to verify your identity and usage of this website.
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Prevent illegal access of Privacy Act data by closing your bro

The material/information contained herein falls within the pur accordance with the applicable system of records notice and DLAR S40021.

Select Logon Method

Smartcard (CAC, PIV)

Continue

Logon Help

For assistance or to report problems, please call 800-538-9522.

ActivClient Login

ActivIdentity
ActivClient

Please enter your PIN.

PIN ********

OK Cancel

This is the PCOLS Single Sign-On screen. Click “Log on” for Authorization, Issuance & Maintenance (AIM).

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Help | Contact | Logoff

Purchase Card

Welcome User

Enterprise Monitoring & Management of Accounts (EMMA)

Log on — Click this button to access the DMDC EMMA web application. Use EMMA if you want to add or update users of AIM.

Click here for EMMA help specific to users of the PCOLS suite of applications. Instructions for using EMMA can be found in the help within the EMMA application.

Authorization, Issuance & Maintenance (AIM)

Log on — Click this button to access the AIM web application. Use AIM to add, update and approve Managing and Cardholder Accounts.

PCOLS Reporting

Log on — Click this button to access PCOLS Reporting.

Click here for PCOLS Reporting Help. The help within PCOLS Reporting is a product-related help file and is not specific to PCOLS.

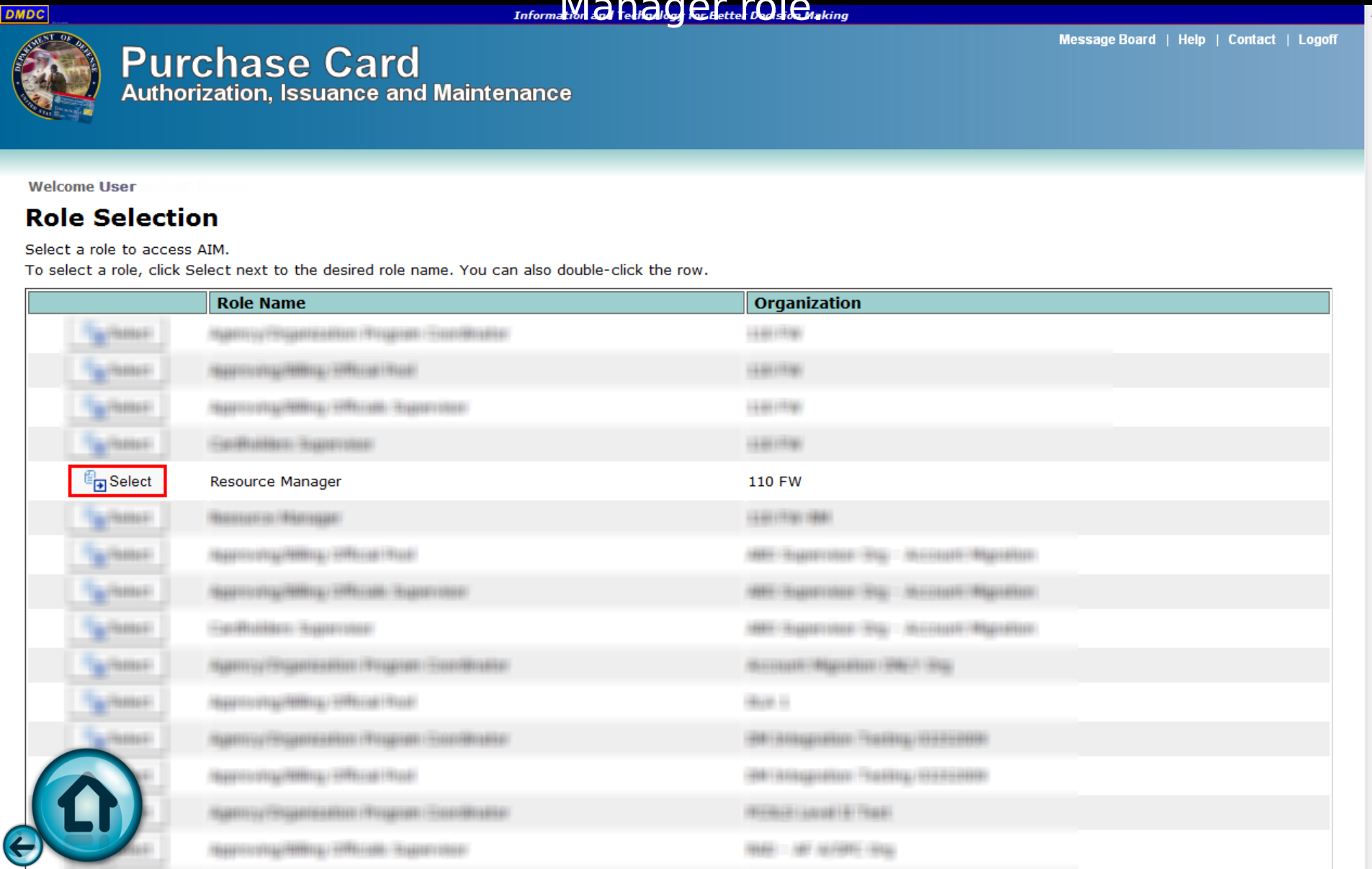
PCOLS Risk Assessment Dashboard

Log on — Click this button to access the PCOLS Risk Assessment Dashboard.

Data Mining

Log on — Click this button to access the Data Mining web application. Use Data Mining to evaluate at-risk transactions.

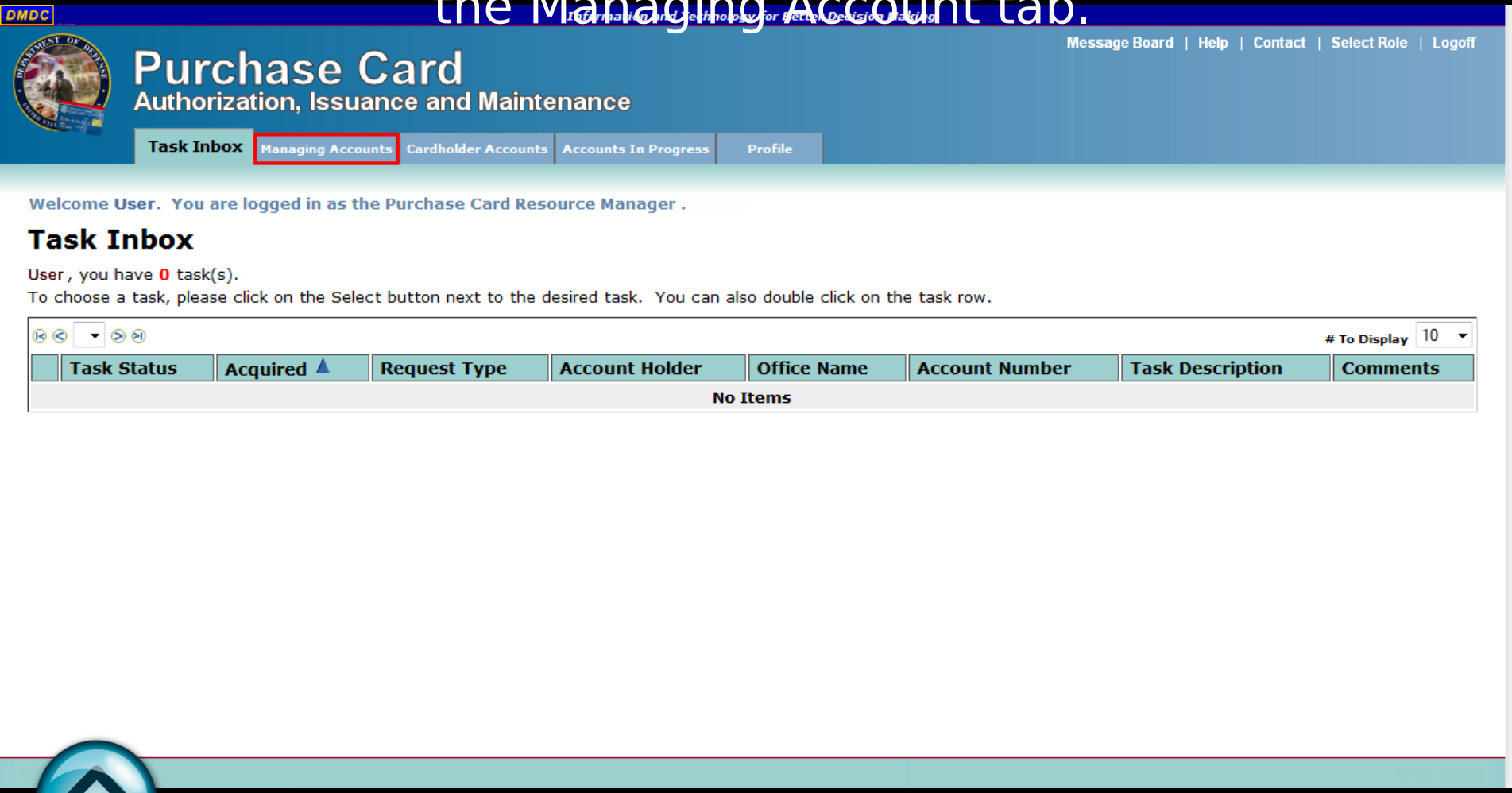
On the Role Selection screen, click the “Select” button for the **Resource Manager** or **Resource Manager Pool** role you wish to access. For the sake of the tutorial, select the 110 FW Resource Manager role.



NOTE: The Resource Manager and the Resource Manager Pool roles have the same access/functionality. RMs should <u>NOT</u> have both roles within the same organization. If this is the case, one role should be removed in EMMA.

If you have multiple RM roles, ensure you select the role for the organization which contains the accounts you intend to perform

When you enter AIM for the role you selected, you will be defaulted to your “Task Inbox” tab. To perform account maintenance, you will select the appropriate tab for the type of account you intend maintain - either “Managing Account” or “Cardholder Account”. For the sake of this tutorial, select the Managing Account tab.



Under this tab, you will see a list of all Managing Accounts that are attached to your role. Select account *3669.

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Message Board | Help | Contact | Select Role | Logoff

Purchase Card
Authorization, Issuance and Maintenance

Task Inbox | **Managing Accounts** | Cardholder Accounts | Accounts In Progress | Profile

Welcome **User**. You are logged in as the Purchase Card Resource Manager .

Initiate Managing Account Maintenance Request

Search for Account

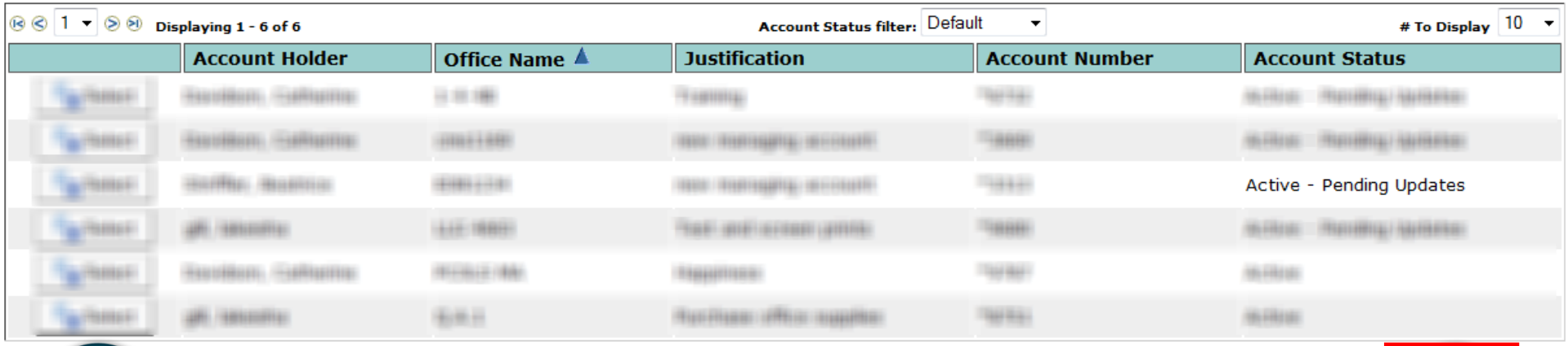
Managing Accounts

To view details or request maintenance (i.e., update, suspend, or cancel) on an existing Managing Account, click Select next to the appropriate row or double-click the row. Maintenance cannot be performed on accounts with a Cancelled status.

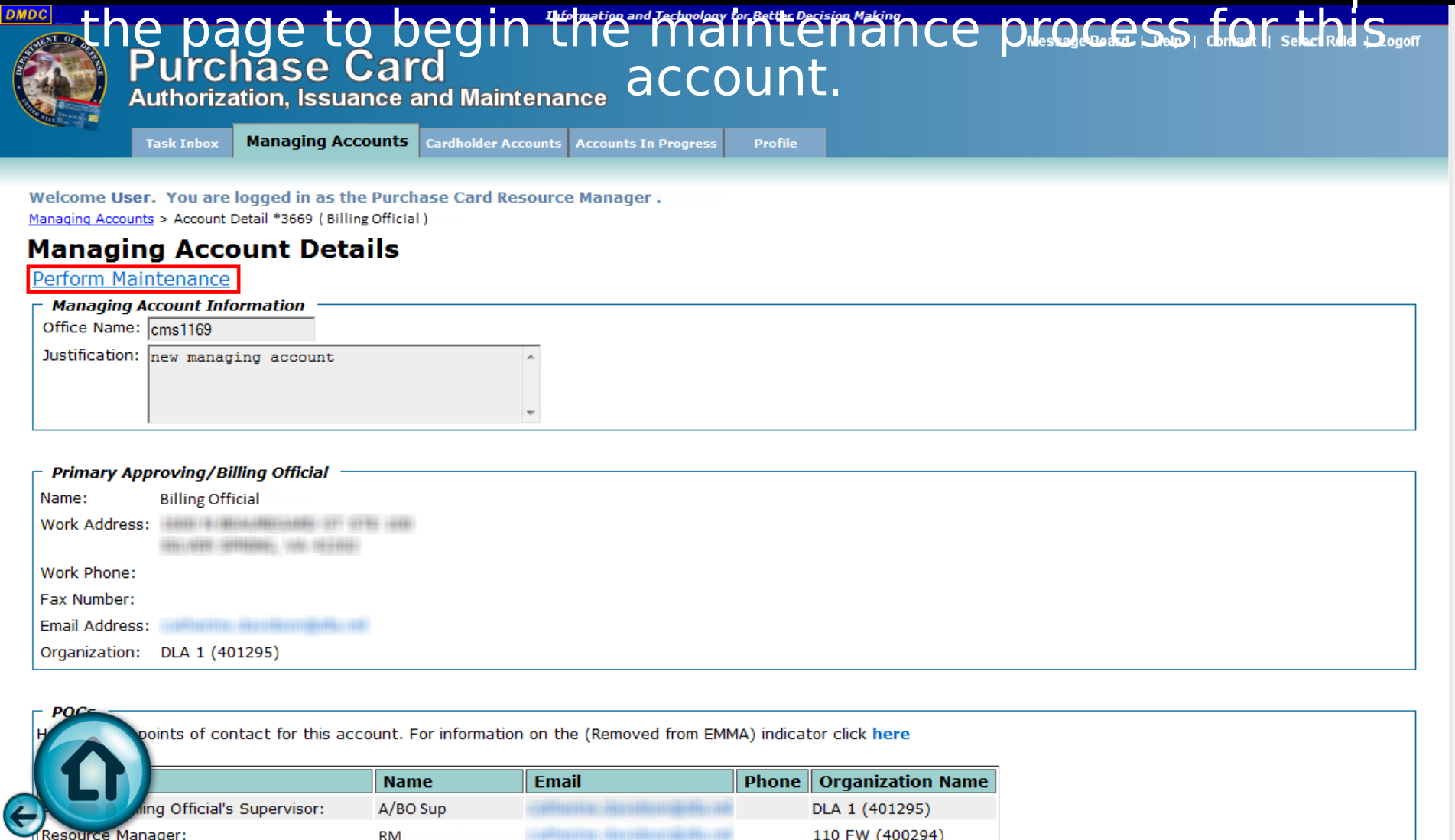
1 **Displaying 1 - 6 of 6** **Account Status filter:** Default **# To Display** 10

	Account Holder	Office Name	Justification	Account Number	Account Status
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Select	Billing Official	cms1169	new managing account	*3669	Active
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

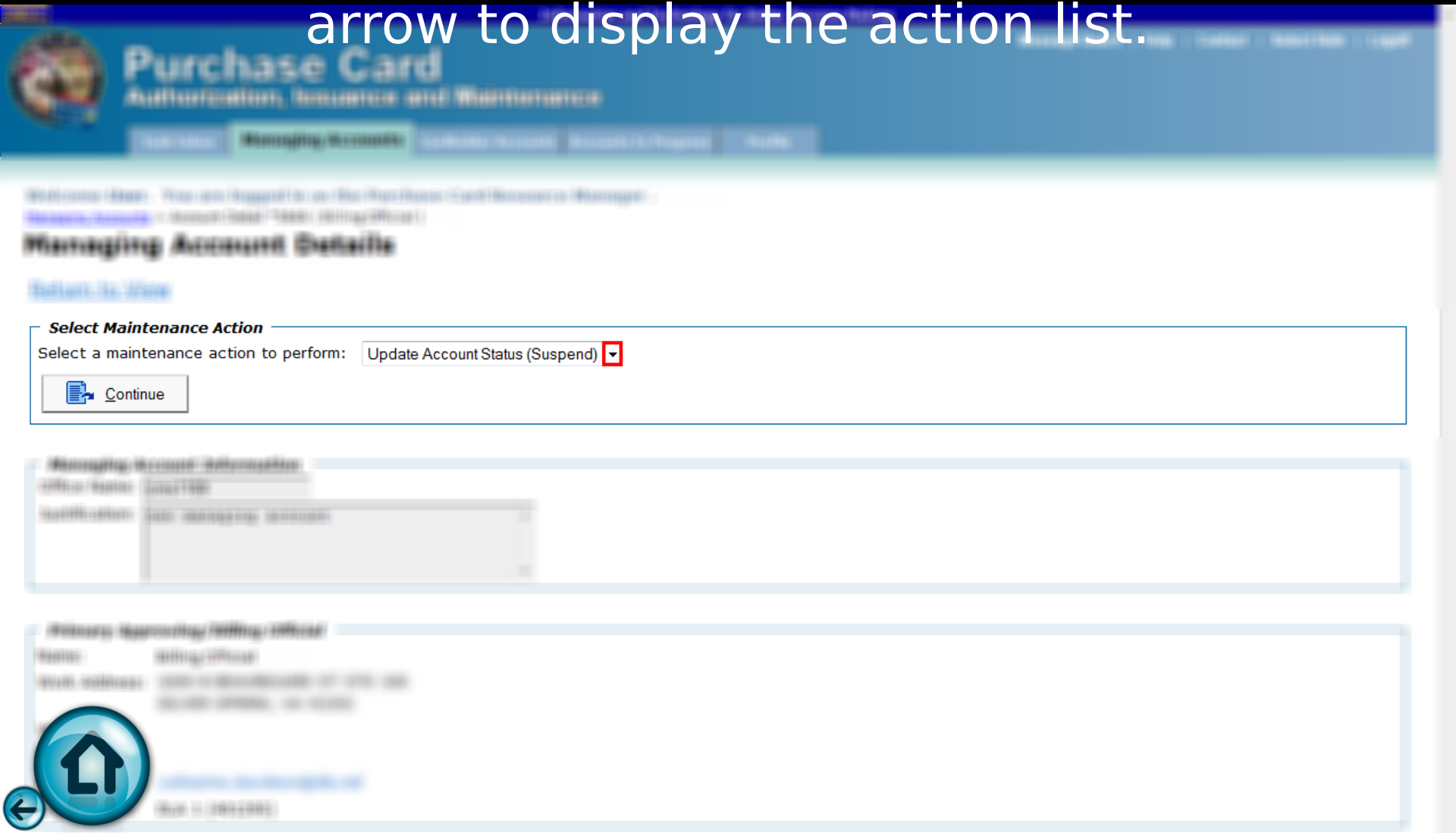
NOTE Any account that shows a status of "Active – Pending Updates" is already in a maintenance workflow. Each account can only be in one workflow at a time. If this is the status for the account you wish to perform maintenance on, the current workflow must first be completed and the account must show "Active" before an



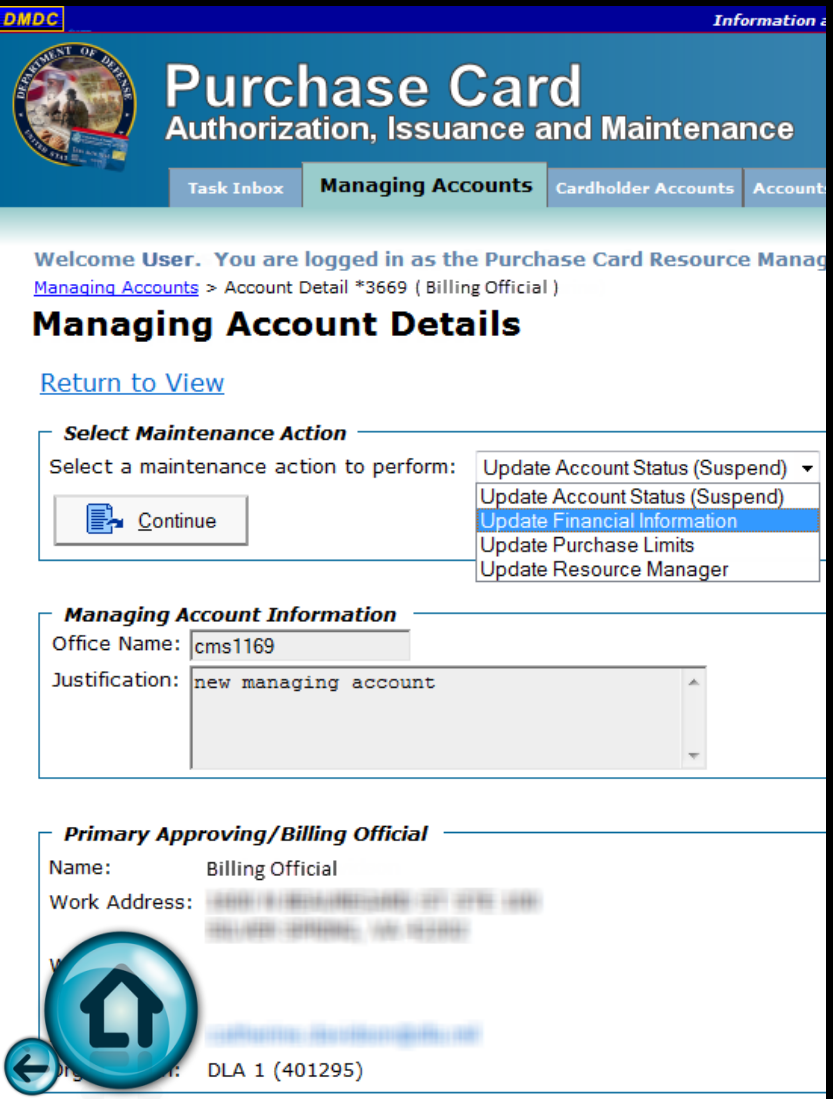
The Managing Account Details page is now displayed. On this page, you can view the account's POC list detailing who is assigned to each role, the lines of accounting (LOA) information, and the purchase limits. Select the "Perform Maintenance" link towards to top of the page to begin the maintenance process for this account.



The “Select Maintenance Action” section will appear. In this section you can see the available maintenance options that can be initiated by your role as Resource Manager. Click on the dropdown arrow to display the action list.



From the dropdown you can see the following maintenance requests available to the Resource Manager:



Update Account Status (Suspend) – This V9's/suspends the account.

Update Financial Information – Opens the financial information (i.e. Lines of Accounting) fields to allow changes. ***NOTE*** Please keep in mind any LOA information you wish to update must match a previously established LOA setup in the bank system prior to submission through AIM to avoid a bank submission failure error.

Update Purchase Limits – Opens the purchase limit fields to allow changes. ***NOTE*** The Resource Manager can only initiate a **DECREASE** in purchase limits. An INCREASE would have to be initiated by the A/OPC, the A/BO Supervisor or the A/BO for a Managing Account and only by the A/OPC on a Cardholder Account.

Update Resource Manager – This changes the RM showing in the POC list on the account only. It does not change the ability of all RMs an[illegible] Pool members in the organization to acce[illegible] accounts assigned to the organization.

Select “Update Financial Information.”

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Message Board | Help | Contact | Select Role | Logoff

Purchase Card
Authorization, Issuance and Maintenance

Task Inbox | Managing Accounts | Cardholder Accounts | Accounts In Progress | Profile

Welcome User. You are logged in as the Purchase Card Resource Manager .

Managing Accounts > Account Detail *3669 (Billing Official)

Managing Account Details

Return to View

Select Maintenance Action

Select a maintenance action to perform: Update Account Status (Suspend)

- Update Account Status (Suspend)
- Update Financial Information
- Update Purchase Limits
- Update Resource Manager

Continue

Managing Account Information

Office Name: cms1169

Justification: new managing account

Primary Approving/Billing Official

Name: Billing Official

Work Address: [redacted]

[redacted]

DLA 1 (401295)

Click “Continue.”

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Message Board | Help | Contact | Select Role | Logoff

Purchase Card
Authorization, Issuance and Maintenance

Task Inbox | Managing Accounts | Cardholder Accounts | Accounts In Progress | Profile

Welcome User. You are logged in as the Purchase Card Resource Manager .

Managing Accounts > Account Detail *3669 (Billing Official)

Managing Account Details

Return to View

Select Maintenance Action

Select a maintenance action to perform: Update Financial Information

Continue

Managing Account Information

Office Name: cms1169

Justification: new managing account

Primary Approving/Billing Official

Name: Billing Official

Work Address:

DLA 1 (401295)

You will now see the “Update Managing Account Financial Information” screen. The financial information on this account is now available for change. Scroll down to the LOA section.

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Message Board | Help | Contact | Select Role | Logoff

Purchase Card

Authorization, Issuance and Maintenance

Task Inbox | Managing Accounts | Cardholder Accounts | Accounts In Progress | Profile

Welcome User. You are logged in as the Purchase Card Resource Manager .

Managing Accounts > Account Detail *3669 (Billing Official)

Update Managing Account Financial Information

Managing Account Maintenance Clarification

*Why is this account being modified/maintained? Update Financial Information

Comments:

EDI Payment Routing Information

EDI payment

Non-EDI payment

Line of Accounting

Reallocation Method

Choose a Reallocation Method.

No Reallocation

Accounting Validation Control

nate Accounting Code

ng Validation Code

Accounting Validation Code (AVC) from your list of stored AVCs or enter a new AVC in the text box below.

If you have stored LOA information in your AIM "Profile" tab for the Accounting Validation Code (AVC) or the first five Default Accounting Code (DAC) segments, you can select them from the drop downs in each section. Otherwise, they must be manually entered.

Line of Accounting

****Reallocation Method***

Choose a Reallocation Method.

- (●) No Reallocation
- ( ) By Accounting Validation Control
- ( ) By Alternate Accounting Code

****Accounting Validation Code***

Select an Accounting Validation Code (AVC) from your list of stored AVCs or enter a new AVC in the text box below.

AVC code name: Choose...

Enter AVC: 0011 AIMDMD

☐ Check this box if you would like this AVC stored for future use.

****Default Accounting Code***

Select a Default Accounting Code (DAC) from your list of stored DACs or enter a new DAC in the fields below. If you select a stored DAC, the first five segments of the DAC will be filled out below. You must enter any additional required information in the corresponding fields.

Lines of Accounting must be established in the bank system prior to submission through PCOLS.

Stored DACs: Choose...

Enter the Default Accounting Code (DAC) segments below.

DEPT	FY	BS	SCL	FC	OAC	ASN	UIC	PEC	ORG	MFP	JO	SAR
57	20082008	0130	1881		74	7450	GPC042					

WCR	RBC	RSC	CI	OC	GPS	SIPC	DBSH	SDN	ACRN	AI
42Z500				26ER						041134

	TT	FMS	TAC	MDC	TLOA	TDC

☐ Check this box if you would like the first five segments of this DAC s
future use.

In the below DAC section, click the SCL and ASN fields to simulate a manual update to these segments.

***Default Accounting Code**

Select a Default Accounting Code (DAC) from your list of stored DACs or enter a new DAC in the fields below. If you select a stored DAC, the first five segments of the DAC will be filled out below. You must enter any additional required information in the corresponding fields.

Lines of Accounting must be established in the bank system prior to submission through PCOLS.

Stored DACs: Choose...

Enter the Default Accounting Code (DAC) segments below.

DEPT	FY	BS	SCL	FC	OAC	ASN	UIC	PEC	ORG	MFP	JO	SAR
57	20082008	0130	1881		74	7450	GPC042					

WCR	RBC	RSC	CI	OC	GPS	SIPC	DBSH	SDN	ACRN	AI
42Z500				26ER						041134

IFS	TT	FMS	TAC	MDC	TLOA	TDC

☐ Check this box if you would like the first five segments of this DAC stored for future use.

Submit Cancel

View Account Details

Now, click the SCL field to also simulate a manual update to this segment.

***Default Accounting Code**

Select a Default Accounting Code (DAC) from your list of stored DACs or enter a new DAC in the fields below. If you select a stored DAC, the first five segments of the DAC will be filled out below. You must enter any additional required information in the corresponding fields.

Lines of Accounting must be established in the bank system prior to submission through PCOLS.

Stored DACs: Choose...

Enter the Default Accounting Code (DAC) segments below.

DEPT	FY	BS	SCL	FC	OAC	ASN	UIC	PEC	ORG	MFP	JO	SAR
57	20082008	0130	1881		74	7456	GPC042					

WCR	RBC	RSC	CI	OC	GPS	SIPC	DBSH	SDN	ACRN	AI
42Z500				26ER						041134

IFS	TT	FMS	TAC	MDC	TLOA	TDC

☐ Check this box if you would like the first five segments of this DAC stored for future use.

Submit Cancel

View Account Details

Now, click the ASN field to also simulate a manual update to this segment.

***Default Accounting Code**

Select a Default Accounting Code (DAC) from your list of stored DACs or enter a new DAC in the fields below. If you select a stored DAC, the first five segments of the DAC will be filled out below. You must enter any additional required information in the corresponding fields.

Lines of Accounting must be established in the bank system prior to submission through PCOLS.

Stored DACs: Choose...

Enter the Default Accounting Code (DAC) segments below.

DEPT	FY	BS	SCL	FC	OAC	ASN	UIC	PEC	ORG	MFP	JO	SAR
57	20082008	0130	1771		74	7450	GPC042					

WCR	RBC	RSC	CI	OC	GPS	SIPC	DBSH	SDN	ACRN	AI
42Z500				26ER						041134

IFS	TT	FMS	TAC	MDC	TLOA	TDC

☐ Check this box if you would like the first five segments of this DAC stored for future use.

Submit Cancel

View Account Details

Click “Submit”.

***Default Accounting Code**

Select a Default Accounting Code (DAC) from your list of stored DACs or enter a new DAC in the fields below. If you select a stored DAC, the first five segments of the DAC will be filled out below. You must enter any additional required information in the corresponding fields.

Lines of Accounting must be established in the bank system prior to submission through PCOLS.

Stored DACs: Choose...

Enter the Default Accounting Code (DAC) segments below.

DEPT	FY	BS	SCL	FC	OAC	ASN	UIC	PEC	ORG	MFP	JO	SAR
57	20082008	0130	1771		74	7456	GPC042					

WCR	RBC	RSC	CI	OC	GPS	SIPC	DBSH	SDN	ACRN	AI
42Z500				26ER						041134

IFS	TT	FMS	TAC	MDC	TLOA	TDC

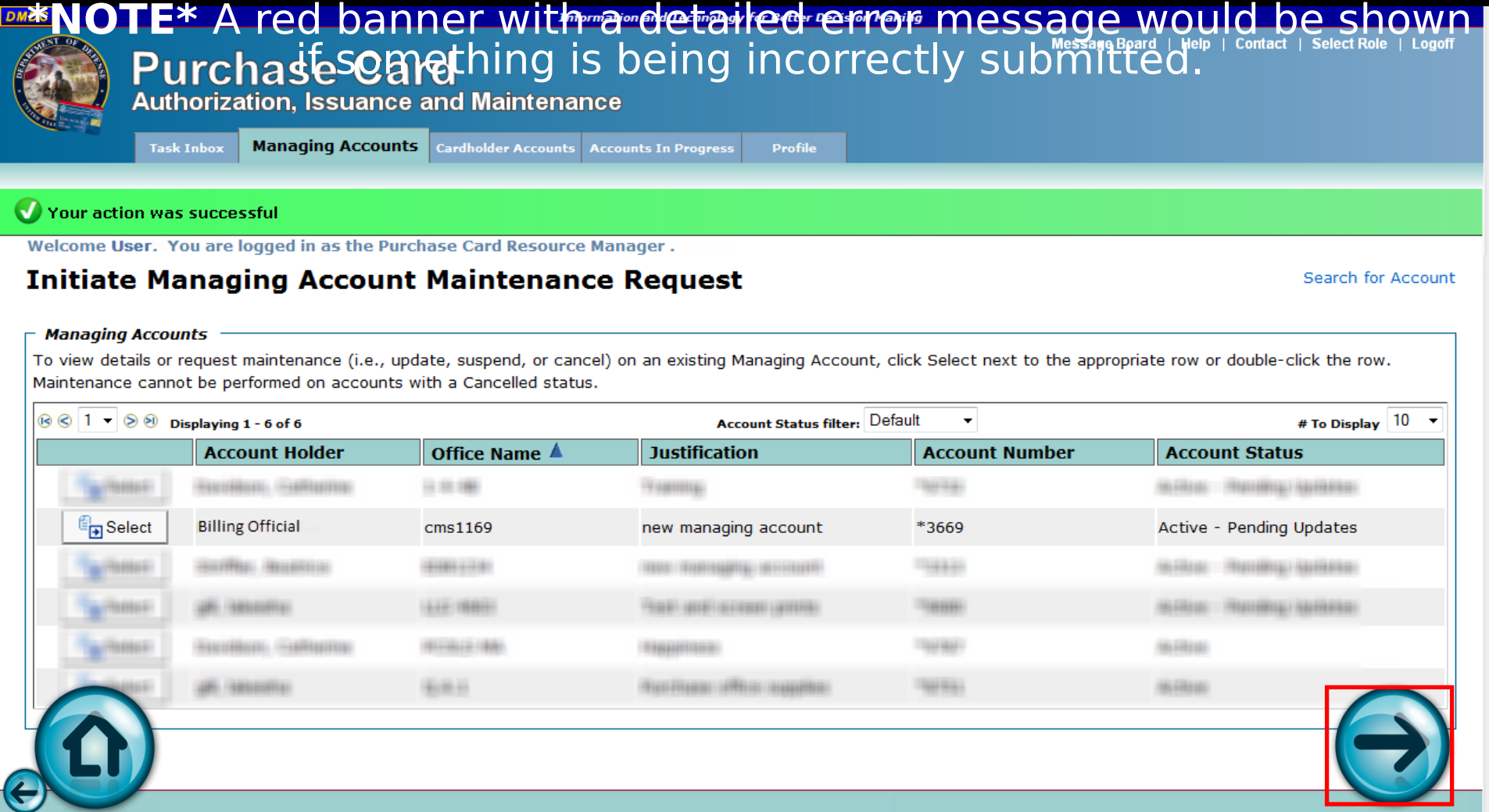
☐ Check this box if you would like the first five segments of this DAC stored for future use.

Submit Cancel

View Account Details

A green banner stating “Your action was successful” will appear if there were no issues detected in AIM with your submission.

NOTE A red banner with a detailed error message would be shown if something is being incorrectly submitted.



Upon successful submission, a task is then generated for the A/OPC to review and give a final approval of the requested maintenance action/update.

NOTE ALL maintenance requests will go through the A/OPC role for a final approval and submission to the bank. The A/OPC is the only role in PCOLS that can submit requests to the bank. Once the A/OPC final approves the request

To confirm the task was generated or check on the workflow's status, select the "Accounts In Progress" tab.

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Purchase Card
Authorization, Issuance and Maintenance

Task Inbox | Managing Accounts | Cardholder Accounts | Accounts In Progress | Profile

Your action was successful

Welcome User. You are logged in as the Purchase Card Resource Manager .

Initiate Managing Account Maintenance Request

Search for Account

Managing Accounts

To view details or request maintenance (i.e., update, suspend, or cancel) on an existing Managing Account, click Select next to the appropriate row or double-click the row. Maintenance cannot be performed on accounts with a Cancelled status.

1 Displaying 1 - 6 of 6 Account Status filter: Default # To Display 10

	Account Holder	Office Name	Justification	Account Number	Account Status
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Select	Billing Official	cms1169	new managing account	*3669	Active - Pending Updates
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Under the Accounts In Progress tab, you will see a list of accounts currently in workflow. For account *3669, you will see “Update Financial Information” under the Request Description and “Pending A/OPC Approval” under the Request Status columns, respectively.

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Information and Technology for Better Decision Making

Message Board | Help | Contact | Select Role | Logoff

Purchase Card

Authorization, Issuance and Maintenance

Task Inbox | Managing Accounts | Cardholder Accounts | **Accounts In Progress** | Profile

Welcome **User**. You are logged in as the Purchase Card Resource Manager .

Accounts In Progress

Search for Account

This table is a list of Account Requests that you currently have in progress. Click on the Select button next to any account or double click on its row to view its information.

1 Displaying 1 - 10 of 18 # To Display 10

	Account Type	Request Description	Account Holder	Office Name	Account Number	Request Status
[illegible]	[illegible]	[illegible]				[illegible]
[illegible]	[illegible]	[illegible]				[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]		[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]		[illegible]
Select	Managing Account	Update Financial Information	Billing Official	cms1169	*3669	Pending A/OPC Approval
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]		[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]		[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]		[illegible]

After the A/OPC final approves the update and submits to the bank, you will receive one of two emails from pcols_noreply. One email would indicate a successful Bank Submission and the other would indicate a Bank Submission Failure (BSF). The BSF email will indicate where corrections need to be made and the AIM request workflow will go back to the initiator (in this case, you, the RM). Once the corrections are made and approved by the A/OPC, it will be resubmitted to the Bank and you will again receive one of the two emails

Click “Logoff” to exit AIM and complete the tutorial.

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Message Board | Help | Contact | Select Role | Logoff

Purchase Card
Authorization, Issuance and Maintenance

Task Inbox | Managing Accounts | Cardholder Accounts | Accounts In Progress | Profile

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Accounts In Progress

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1 Displaying 1 - 10 of 18 # To Display 10

	Account Type	Request Description	Account Holder	Office Name	Account Number	Request Status
Select	Managing Account	Update Financial Information	Billing Official	cms1169	*3669	Pending A/OPC Approval

RM Maintenance in AIM

PCOLS 101

INTERACTIVE TUTORIAL

To exit tutorial press ESC on your keyboard.